

Camden Youth Offending Service (YOS)

Enhanced Constructive Resettlement Practice guidance

February 2019

CONTENTS

1.0. INTRODUCTION

2.0. GUIDANCE

2.1 Constructive resettlement

2.2 7 Pathways to resettlement

3.0. ENHANCED CONSTRUCTIVE RESETTLEMENT AT CAMDEN YOS

3.1 Constructive resettlement

3.2 Camden YOS enhanced constructive resettlement

3.3 5C's of Constructive Resettlement

3.3.1 **Constructive**-Identity shift, future orientated, motivating, strengths based, empowering

3.3.2 **Co-created**-Inclusive of the child, their family and supporters

3.3.3 **Customised**-Individualised wraparound support, incorporating diversity

3.3.4 **Consistent**-Resettlement focus from the start, seamless, enhanced at transitions, build and maintains stable relationships

3.3.5 **Co-ordinated**-Managed widespread partnership across sectors

3.3.6 Links to Effective risk Management

3.3.7 The resettlement plan

4.0 YOUTH TO ADULTHOOD TRANSITIONS

5.0 APPENDICES

6.0 DOCUMENT AND PROGRAMME REVIEW

1.0. INTRODUCTION

Camden's procedures and processes surrounding resettlement have been revised to reflect the underpinning principles of Constructive Resettlement as an evidence based approach to intervention as opposed to a planning/process led series of meetings. This document has been revised to ensure that protocols around the resettlement of detained children and young people are being managed effectively by Camden YOS and those services supporting the resettlement plan. The protocol has also been updated to reflect Camden's enhanced resettlement and risk of custody offer, delivered in partnership with New Horizon's Youth Centre and Project 10/10 within the two year Community Impacts Programme.

The information contained within this document should ensure that the evidence base surrounding resettlement is understood by all those working with detained children and young people, both on remand and serving sentences, and ensure the delivery of consistent and effective practice within the Youth Justice Sector.

This document should be read in conjunction with Camden YOS Guidance and case worker checklists on:

- **National Standards for children in Custody**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/296274/national-standards-youth-justice-services.pdf
- <https://www.gov.uk/government/publications/custody-and-resettlement/custody-and-resettlement-section-7-case-management-guidance>
- YOS-CSSW working protocol
- CSSW placement search and planning process and procedures

2.0. GUIDANCE

The following guidance has been taken from the below sources of information and evidence base:

2.1. [Constructive resettlement](#)

5 principles of constructive resettlement

1. **Constructive** – discussions about and planning for resettlement are useful and intended to be helpful to the child/young person and their parents/carers
2. **Co-created** – plans produced from collaboration with the child/young person, their parents/carers and their network
3. **Customised** – a bespoke plan made with the child/young person and their family/carers
4. **Consistent** – the continuous planning for resettlement that starts immediately and continues throughout the duration of custody.
5. **Co-ordinated** – working in partnership with the network, parents/carers and the child/young person

2.2. 7 pathways to resettlement

<https://www.gov.uk/government/publications/custody-and-resettlement>

7 pathways to resettlement

1. Case Management and Transitions
2. Accommodation
3. Education, Training and Employment
4. Health and mental health
5. Substance Misuse
6. Family/carers
7. Finance, Benefits & Debt

3.0. ENHANCED CONSTRUCTIVE RESETTLEMENT AT CAMDEN YOS

3.1 Constructive resettlement

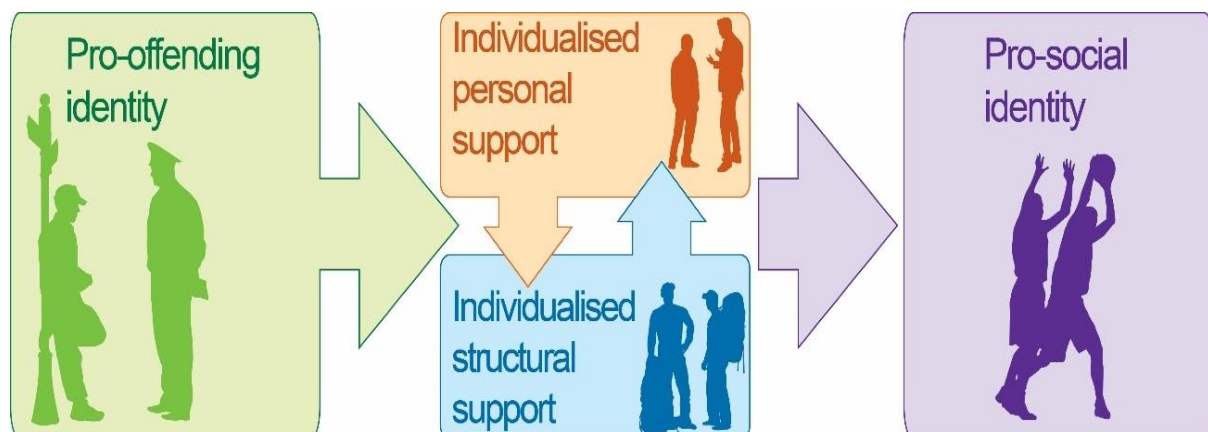
Camden YOS recognises that children who are given custodial sentences have the worst reconviction rates (68% in 2015/16-National average). Camden has a strong track record of better than average outcomes relating to resettlement, with only 40% of children being released from custody and re-offending in 2015/16. However, Camden YOS believe that more could be done to further reduce this rate, improve outcomes relating to resettlement and preventive children from going in to custody in the first instance.

Camden YOS recognise the need to re-focus resettlement practice on shifting a child’s identity from pro-criminal to pro-social and intend to reshape the resettlement offer and process in order to reflect this.

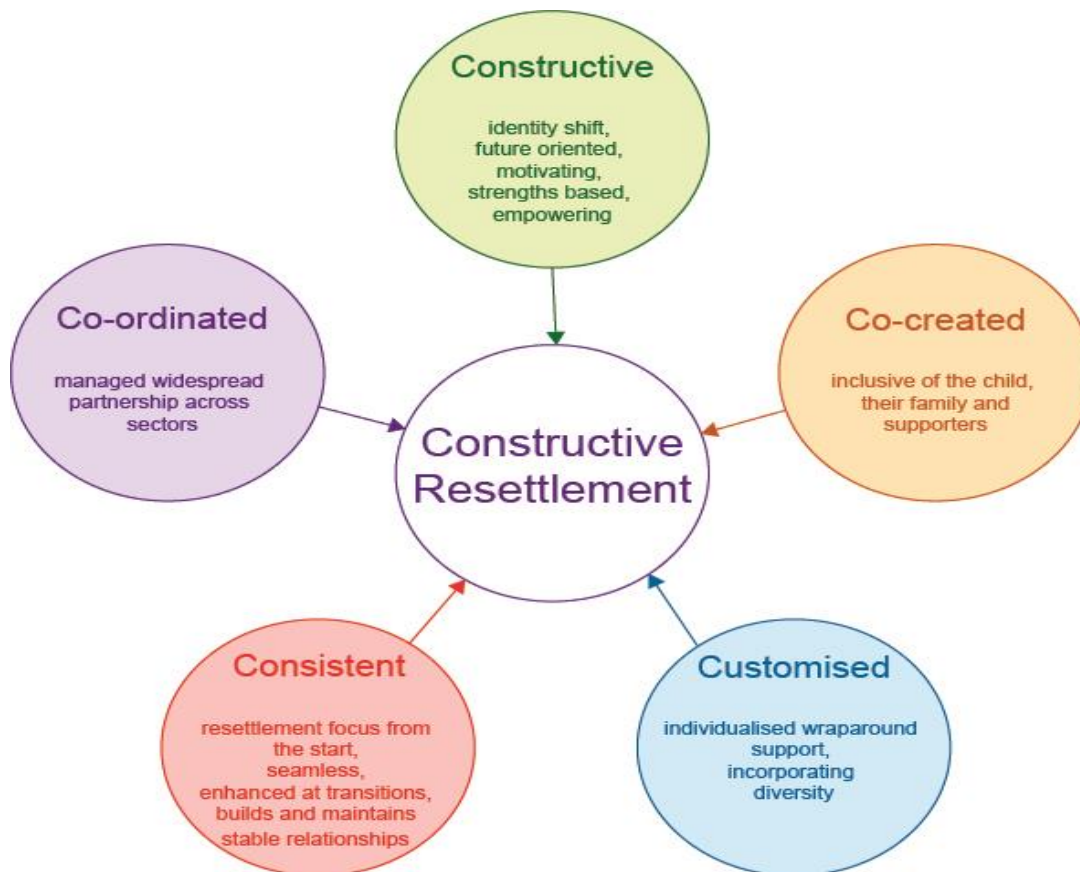
Resettlement is based on providing personal support to a child to help them shift their identity from pro-offending to pro-social. This requires an assessment and identification of their pro-offending narrative, their strengths and goals and identifying a plan to achieve this.

It is also based on ensuring a child/young person has suitable practical support including appropriate accommodation, healthcare, education or training opportunities and constructive leisure.

Figure 1. Constructive resettlement approach



The Individualised personal support and structural support will be underpinned by the 5 principles of constructive resettlement. **Figure 2. Principles of constructive resettlement**



3.2 Camden YOS enhanced constructive resettlement

Camden Council’s Community Impacts Programme has identified youth offending and serious youth violence as a priority for 2018-20 and in partnership with the YOS has agreed to fund the following interventions focused on children at risk of custody and resettlement.

The Community Impacts Programme intends to fund the following resource;

2 FTE Resettlement Key Workers (New Horizon’s youth centre)-Operating an ‘inreach’ model for children in custody for both remand and sentenced children. Ongoing work in the community as part of resettlement will be offered in line with the resettlement and intervention plan

1 0.8 FTE Clinical Psychologist (Project 10/10)-Operating an in-reach and street based mental health model for children in custody, recently released from custody and those at high risk of custody

This programme work will ensure that children in custody will receive weekly intervention utilising the 5C's of constructive resettlement. This work will continue in the community for those who have been released from custody and those at most risk of going to custody, such as children on ISS and who are gang affiliated.

The programme intends to work with 10-15 children at any one point across the two year pilot and intends to work with c.30 children per year.

3.3 5C's of Constructive Resettlement

3.3.1 Constructive-Identity shift, future orientated, motivating, strengths based, empowering

Camden YOS recognises from audit and inspection learning that desistance focused interventions can be limited within the secure estate as a result of a number of factors (including capacity, security, behaviour etc). It is also recognised that much of the positive work completed whilst a child is in custody is not rooted in the family or the communities to which our children and young people will return. Camden YOS intend to provide two dedicated in-reach workers from New Horizons Youth Centre, who will see / meet their allocated children and young people in custody on a weekly basis. These workers will focus interventions on shifting a child's identity from pro-criminal to pro-social and will consider the 7 pathways to resettlement within this work. In addition, and in order to build a strong working relationship which would help shape the work in the community, case managers will be expected to hold a monthly legal visit to young people, outside the review meetings every three months.

3.3.2 Co-created-Inclusive of the child, their family and supporters

Camden YOS recognise that the majority of children entering custody and requiring resettlement have experienced trauma, disrupted attachment and neglect within their early history (c.80% in local analysis/audit and national literature). Therefore, the response and intervention required to support children and young people shifting from a pro-criminal to pro-social identity requires a multi-faceted approach to interventions, including whole family responses. Camden has invested in a Parenting/Family Group Conference (FGC) Co-ordinator and therefore every child in youth detention will be supported with a FGC approach to co-create the resettlement plan. Within the enhanced resettlement offer, Camden YOS will champion the 'child first, offender second' approach and whole family approaches to ensure plans for resettlement and desistance are co-created and family led.

Parents or carers will be included in all relevant meetings where the resettlement planning is discussed throughout the duration of the child or young person's time in custody. It is important the young person feels involved in the creation of the support that is offered to them. They will be active co-developers from the first meeting with their case worker, being encouraged to share their ideas and hopes for what might help them and young people like them throughout the duration of the project. In this way, the work will be authentically youth-led, and will promote young people feeling a responsibility for, and ownership of, the project.

Camden YOS and the Enhanced Constructive Resettlement Team will ensure that Co-created resettlement plans are completed as early as practicable with the child and their family. This work will contribute and sit alongside any intervention and custodial intervention plan.

3.3.3 **Customised**-Individualised wraparound support, incorporating diversity

Camden YOS, in partnership with New Horizons Youth Centre (NHYC) and the Camden and Islington NHS Trust (Project 10/10) recognise that Constructive Resettlement is not a process of stages and meetings, rather a systems change approach focusing practice on relational and strengths based approaches. Shifting a young person's identity from a pro-criminal to pro-social position requires trusted relationships focused on repairing secure attachment and therefore Camden YOS intentions to provide in-reach key worker and clinical psychology capacity to ensure this work continues whilst a child is detained.

The case workers will have regular clinical supervision with the Clinical Psychologist to help them reflect on the progress of the work with the young people, discuss and formulate to inform future interactions and plans with the young people, and process the emotional impact of the work for themselves. The work of the case workers and the psychologist will be informed by AMBIT (adaptive mentalisation-based integrative treatment). This will ensure a "team around the worker" focus for the project, where the team bolster the key professional who is engaging with the young person. The emphasis will be on fostering the development of a trusted, reliable, and boundaried attachment relationship between the young person and the worker. These relationships of trust are a necessary part of a traditional psychological therapy or helping relationships, and will permit therapeutic psychosocial and emotional well-being interventions to be an instinctive part of the work. Project 10/10 and New Horizon Youth Centre are well versed in this mode of working, and will provide wrap around support for the workers supporting the young people. The Clinical Psychologist will receive clinical supervision from the Project 10/10 Clinical Psychologist

3.3.4 **Consistent**-Resettlement focus from the start, seamless, enhanced at transitions, build and maintains stable relationships

The role of the NHYC key worker, the Project 10/10 clinical psychologist and the allocated YOS worker will be to provide each young person with a core team around the child that can continue to work intensively with the child in both community and custodial settings. The enhanced resettlement offer will also target Camden's ISS and high risk of custody cohort (screened by Asset Plus Likelihood of Re-offending and Risk of Serious Harm ratings).

Camden intend to enhance the level of contact and intervention with children in custody, with weekly constructive resettlement focused interventions.

3.3.5 **Co-ordinated**-Managed widespread partnership across sectors

Camden recognise the need for the Resettlement offer and approach to be multi-faceted and ensure that complex and multiple needs of those at risk of custody and currently in custody are met.

Constructive Resettlement Planning should be focused on supporting a child/young person to **shift their identity** from pro-offending to pro-social. This process is intended to reduce and cease a child/young person's offending behaviour and assist a child/young person to be given the opportunity to meet their full pro-social potential. This work will be collaborative with a child/young person whilst in custody and continue following their release and will be strengths based with clear goals to help them achieve a positive pro-social identity shift.

Resettlement planning is a **consistent** process that begins as soon as a child/young person is remanded or begins a custodial sentence. It is a specific process overseen by regular resettlement planning meetings to ensure that robust plans are in place for the child / young person's release back into the community. These meetings are additional to the DTO or s90/s91 initial/review/end and Looked After Review meetings that take place in the secure estate.

The Resettlement Planning begins immediately upon the child or young person being remanded or starting a custodial sentence. The YOS Team Manager will identify the relevant network with the Case Manager and also liaise with the Independent Reviewing Officer to identify a date to meet as soon as possible, ideally within 20 working days of the young person entering the secure estates. A resettlement plan will include the child/young person and their family to ensure it is **co-created**. The participants required for a resettlement planning could also be included in a FGC/Family plan meeting to ensure the planning is a plan supported and agreed by the child/young person and their family/carers.

3.3.6 Links to Effective risk Management

Camden's consistent approach to resettlement will continue to ensure the 3 domains of risk are discussed and managed appropriately, with referrals around risk and safety and wellbeing vulnerability management including MAPPA screening and the High Risk and Vulnerability Panel (HRVP). MAPPA referrals should be made **6 months** prior to the child or young person's release (so for a 12 month DTO, at the start of sentence).

3.3.7 The resettlement plan

Whilst the enhanced resettlement approach in Camden will see a fundamental shift away from a series of meeting to plan resettlement, towards a seamless, relationship and strengths based approach. Camden YOS will ensure that a final resettlement meeting to plan for release is agreed and all relevant professionals aware of their role/actions to maintain a plan at least 1 month prior to the child or young person's release from custody. This plan will be the outcome of continuous meetings over the entire course of the custody period. All relevant individuals who will be involved in the resettlement plan in the community will attend and contribute to its formulation (SMART goals for desistance over the next three months), including the child and their family. A family led plan using a co-created family group conference approach will be central to the overarching plan for resettlement and future desistance.

Following the release of the child or young person into the community, there will be a review of the resettlement plan within 20 working days, and will include the child or young person, their parents or carers and the rest of their professional network, including their Independent Reviewing Officer if they have continued to be a Looked After Child.

4.0 YOUTH TO ADULTHOOD TRANSITIONS

Within the enhanced constructive resettlement work, Camden will be working with a high proportion of its older cohort. Currently, 100% of Camden's custodial cohort is 17 or over and whilst there is no lower age limited for this work, we anticipate the approach will mainly target children who are 16-18 years old. Therefore, this approach should be considered in conjunction with Camden's approach to transitions and case transfer to probation-NPS and CRC.

Both Project 10/10 and New Horizons Youth Centre have the capacity and resources to work with young adults and the enhanced resettlement offer will ensure that children transitioning to adulthood will continue to access constructive resettlement interventions that maintain consistent attachments, which is fundamental to supporting a shift from a pro-criminal to pro-social identity before the age of 25.

5.0 APPENDICES

Appendix 1: Organisational chart for Camden YOS's Enhanced Constructive Resettlement Programme

Appendix 2: NS timescales for children in custody (Summary)

Appendix 3: YJB Case Management Guidance – Custody and Resettlement

Appendix 4: Enhanced Constructive Resettlement Plan template

Appendix 5: YOS-CSSW working protocol

Appendix 6: CSSW placement search and planning process and procedures

Appendix 7: Transitions to probation protocol

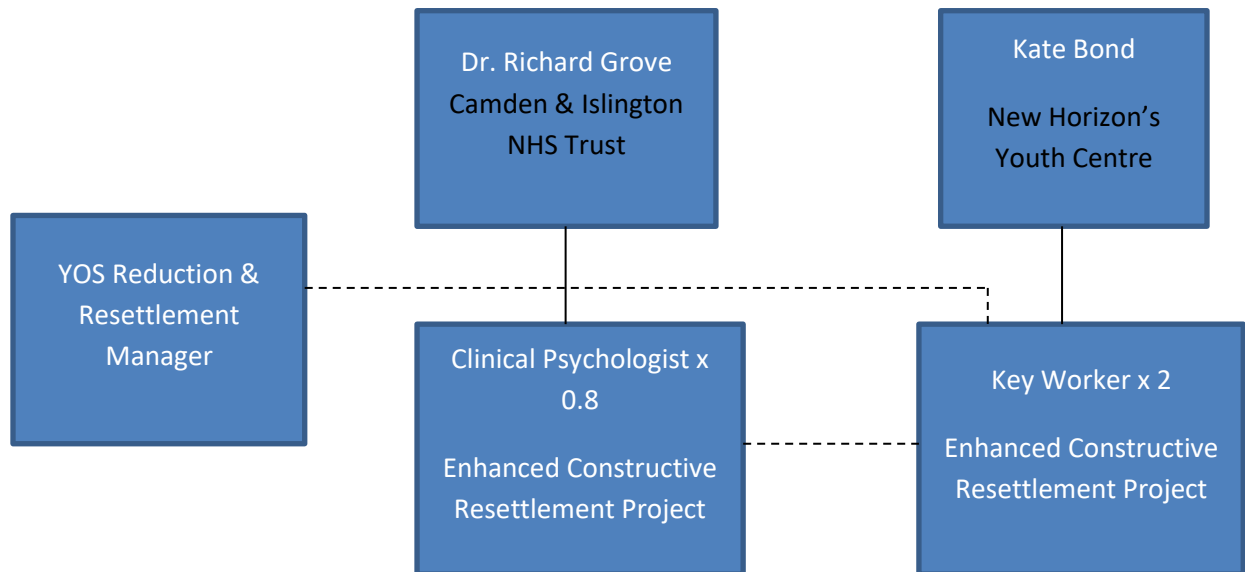
Appendix 8: Joint working protocol with SEND for children with EHCPs and SEN

6.0 DOCUMENT AND PROGRAMME REVIEW

The programme of work will take an active learning approach to its development and design, ensuring that element of co-creating and customised services for children remain at the centre of the service provided. The programme will be reviewed by the staff and children involved after three months and scrutinised by the Youth YOS Management Board within their participation work.

Date of review: May 2019

Appendix 1: Organisational chart for Camden YOS's Enhanced Constructive Resettlement Programme



Appendix 2: YJB National Standards for children on remand, in custody and long term custody (summary)

Young people on remand:

1. **Initial remand discussion before the next court appearance.**
2. **Attend a remand planning meeting within ten working days of the initial remand.**
3. **Visit:** YOT staff or partner agencies at least monthly
4. **Remand planning meetings:** every six weeks minimum

Young people in custody

1. **Initial planning meeting:** within 10 days of sentence
2. **Visits:** Every 2 months minimum
3. **Review Meetings:** Every 3 months minimum
4. **Prior to release:**
 - a. **Penultimate meeting:** One month before the proposed release date
 - b. **Final release review meeting:** Minimum of 10 working days before release
5. **Post Release:**
 - a. Case Manger appointment on day of release
 - b. Home visit **within five working days**
 - c. Home visits monthly for the remainder of the licence period.

Young people in long-term custodial sentences (sections 90/91)

1. **As above plus the following**
2. **Complete the Post-Sentence Report B, as soon as possible** after the young person is sentenced.
3. **Meetings:** Attend Multi-Agency Lifer Risk Assessment Panel (MALRAP)/Multi Agency Risk Assessment Panel (MARAP) meetings as appropriate, held **within the first two months** of the young person's sentence.
 1. Jointly organise the **annual review** for the young person.
 2. During the annual review update the Sentence Planning for Parole form.

Full YJB National Standards:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/296274/national-standards-youth-justice-services.pdf

Appendix 3: <https://www.gov.uk/government/publications/custody-and-resettlement/custody-and-resettlement-section-7-case-management-guidance>

Appendix 4: Enhanced Constructive Resettlement Planning Template

Working Together for the next 3 months: thinking about your time in custody and your release into the community

This is a **joint plan**; the overall purpose is to support you to:

😊Not offend 😊Not hurt others 😊Keep safe 😊Repair harm 😊Reach your potential

Young Person name:

Order type:

Order length: 6 months

Start date:

Release date:

Early Release Date:

Contact frequency with Camden YOS/Partners: Indicate frequency of review meetings; frequency of YOS contact (monthly); and frequency of enhanced resettlement (weekly, if agreed)

Everyone is different... is there anything we need to consider?

My culture, how I learn best, access to finances, my religion, communication needs, any keep a-part lists, **recommendations from speech and language Therapist** etc.



How my family/ carers and significant others can help me not get into trouble again and support me during my time in custody? What do they hope will change? How will they help me when I am back in the community? (include any current contact with family/carers, any barriers for contact, whether the young person has an address to return to, family plans to ne held in custody, etc)




My hopes for the future

What do you want to be different by the end of your custody term and for when you return to the community?

Thinking about the victim(s)

Include any direct/indirect reparation details that could be considered upon release, whether RJ is possible in custody or in the community, as well as victim awareness work that can be delivered in custody/community

My 3 month plan- what we will work on for the next 3 months.

| <p>Target:</p>  <p>My target is...</p> | <p>How will this be achieved?</p>  <p>To do this I will..... (include resources which will be used).</p> | <p>Measuring Success.</p>  <p>How will I know I am successful?</p> |
|--|---|---|
| <p>EDUCATION</p> <p>Engage with education whilst I am in custody so that I can better my opportunities when I return to the community</p> <p>Target date:</p> | <p>Include any pathways the young person is on and frequency of ETE access or reflect any periods in segregation or other lack of/limited access to education and how this could change</p> <p>If they will be taking exams write dates and level</p> | <p>Positive feedback from Education worker at my next review</p> <p>Write down any progress that can be measured: i.e.: I will have completed the Level 1 PE Pathways' or I will have taken the Functional Skills Level 1 exam</p> <p>I am engaging with constructive resettlement programme that supports me to engage with Connexions (this if and when the young person agrees to engage with constructive resettlement)</p> <p>Offers of education or training for when I come out of custody</p> <p>ROTL for ETE interviews may be considered dependant on risk assessment</p> |

| | | |
|--|--|---|
| <p>HEALTH</p> <p>To look after my physical and emotional health</p> <p>Target date:</p> | <p>To engage with all health provision in xx YOI/STC</p> <p>Indicate any future appts</p> <p>Indicate if they are seeing the clinical psychologist/SALT worker, substance misuse, etc</p> | <p>My health needs are met and I feel well in myself</p> <p>I can tell at least one health appointment I have kept since my last review</p> <p>I am engaging in constructive resettlement sessions on a weekly basis that help me feel more positive about my identity when I leave custody (this if and when the young person agrees to engage with constructive resettlement)</p> |
| <p>BEHAVIOUR</p> <p>Include current level (i.e. standard) and if room to move to next level (i.e. enhanced)</p> <p>Target date:</p> | <p>I will not be involve in any incidents with other young people or staff</p> <p>I will try to avoid young people who are likely to get me into trouble</p> <p>I will tell staff if I feel unsafe in an area or lesson</p> <p>I will follow instructions from staff</p> | <p>Receive positive behaviour reports</p> <p>I will not receive adjudications</p> <p>I will achieve enhanced level (or equivalent); or I will maintain my enhanced level (or equivalent)</p> |

| | | |
|---|---|--|
| <p>ENHANCED CONSTRUCTIVE RESETTLEMENT</p> <p>Increase my opportunities of making positive changes when I return to the community</p> <p>Target date:</p> | <p>To attend the weekly sessions To work with the project workers to co-produce a resettlement plan To work with my family to review my family plan and plan for release To develop a working relationship with my YOS case manager that will help me talk openly about my needs and interests</p> <p>Include any offending behaviour packs/work they are completing</p> | <p>I can name at least two things that I would like to do/to be different when I come out of custody and I can say two things that I am doing to make this happen</p> <p>If completing an offending behaviour pack, then you could add : I can name two things I've learnt from the xxx pack/programme</p> |
|---|---|--|



**Camden Youth Offending
Services and Children's
Safeguarding and Social Work**

Protocol for joint working

Contents

| | Page |
|---|-------------|
| 1 Policy statement | 2 |
| 2 Purpose of protocol | 2 |
| 3 Principles | 2 |
| 4 Role of YOS | 3 |
| 5 Role of CSSW | 6 |
| 6 Referrals between services | 8 |
| 7 Joint working practice | 9 |
| 8 Multi-agency forums | 13 |
| 9 Working with children at risk of harm | 14 |
| 10 Looked after children | 18 |
| 11 Care leavers | 20 |
| 12 Other information | 21 |
| Appendices | |
| 1. CSSW structure chart | 22 |
| 2. YOS structure chart | 23 |
| 3. CSSW thresholds and eligibility for services criteria | 24 |
| 4. Service contact details | 26 |

Young people who are involved in criminal or anti-social behaviour can put themselves at risk of harm and poor outcomes and are at higher risk of social exclusion in adult life. For some young people, this behaviour may be indicative of underlying issues requiring a social care service that helps them address issues, reduce criminal behaviour and achieve positive outcomes.

Camden's policy is to ensure that young people involved or at risk of involvement in criminal and anti-social behaviour receive an integrated service that safeguards their welfare, diverts them from crime and provides positive activities and support to help them address the underlying issues that cause this behaviour.

These young people will receive an integrated service from Camden's Youth Offending Service (YOS) and Children's Safeguarding and Social Work (CSSW).

2 Purpose of protocol

This protocol sets out the framework for joint working between YOS and CSSW where a young person is known to both services. It supports integrated service delivery by:

- helping workers in both settings to identify young people who require an integrated service;
- setting out thresholds for services and referral pathways between services;
- providing guidance on information-sharing, joint assessment and case planning where young people are known to both services;
- ensuring inter-service co-operation in decision-making for young people.

3 Principles

- Workers within both services have a duty to safeguard and promote the welfare of young people and to reduce crime and the risk of harm from crime.
- Services will respect each other's contribution to cases, particularly with regard to decisions on service eligibility and case management.
- Where a young person is subject to a criminal court order, case decisions will reflect a balance between "care and control" and services and interventions provided will be compatible with the dual need to enforce court orders and meet the young person's needs.
- Young people are best looked after in their own families and where this is consistent with the young person's best interests and the duty to protect the public from harm, both services will look to keep young people at home.

- Both services will promote joint working, including timely information-sharing and joint assessment, in order to promote delivery of integrated services that achieve good outcomes for young people.
- Where possible, the young person's right to confidentiality will be respected by each service unless it is lawful to share information and there are sound reasons for doing so. Both services will work to the guidelines set out in the government guidance "*Information sharing; guidance for practitioners and managers*".

[Information sharing advice for safeguarding practitioners - Publications - GOV.UK](#)

- Both services recognise that Looked After Children are more vulnerable to entering the criminal justice system and may face more problems than their peers due to their status. For this reason, the protocol will aim to prioritise their needs and avoid them becoming criminalised inappropriately where possible.
- Because of over-representation of black and minority ethnic groups within the criminal justice system and amongst children in need, all workers need to be aware of issues of race, culture and religion and to identify good practice that enhances service delivery and reduces inequalities.
- Any disagreements between services relating to service eligibility, service provision or case management decisions will be dealt with under the Camden Safeguarding Children Board escalation and dispute resolution procedures.

<http://www.cscb-new.co.uk/wp-content/uploads/2015/12/CSCB-escalation-policy-final1.pdf>

4 Role of YOS

4.1 Service structure and eligibility

YOS is part of Camden's Integrated Youth Support Service (IYSS) providing statutory services under the Crime and Disorder Act 1998, the Children Act 1989 and Criminal Justice legislation for young people aged between 10 and 17 years old who have either offended or been identified as being at risk of offending. The team provides responses that are based on the young person's level of involvement and the assessed level of risk from their criminal behaviour.

YOS is a multi-agency team consisting of representatives from core agencies including Education, Probation, Police, Health, Youth and Connexions, the voluntary sector and substance misuse agencies (see attached structure chart at 2).

4.2 One Point of Access

One point of access is the referral, screening and allocation system for accessing IYSS services including YOS. One point provides a central referral point for schools, police, social workers, other professionals and members of the public.

Camden Youth Offending service and CSSW

The system deals with referrals made in relation to young people who are involved or at risk of involvement in anti social behaviour and offending and provides access to a wide range of services for a more informed, timely and consistent approach.

4.3 YOS Early Intervention Team (EIT)

The Early Intervention team works with young people who are at the first point of contact with the criminal justice system and need intervention to prevent escalation of their criminal behaviour and avoid court action.

Services are built around a triage system based on the level and seriousness of their offence and their offending history;

- Triage1 applies where a young person is arrested for the first time, admits to the offence and the offence has a gravity score of 1 or 2.
- Triage 2 applies where:
 - a young person is arrested and admits to an offence which has a gravity score of 3 **or**:
 - has already received a reprimand or final warning **or**:
 - the police and YOS have concerns about the offence and the risk the young person's behaviour poses to themselves and others.
- Young people dealt with under the triage system are referred to the EIT to deliver a preventative programme that focuses on diversion and reparation. Early intervention work is set out in an intervention plan and will include provision for positive activities, mentoring and reparation, as well as work with parents to support parenting.
- EIT also provide a service for young people who have received a final warnings and reprimands from the police.
- For some young people at risk of offending and anti-social behaviour an EIT worker can be allocated to undertake a full assessment of needs. This is on a voluntary arrangement.
- EIT workers can also oversee an Anti-social Behaviour Agreement which will tackle directly the young person's involvement in anti social behaviour.
- EIT workers also work with statutory referral orders if a young person previously known to them is sentenced to a referral order.

4.4 YOS Reduction team

The Reduction team deals with statutory, post-court services for those children and young people who are in the criminal justice system and are:

- on conditional court bail

Camden Youth Offending service and CSSW

- subject to an intensive supervision and surveillance programme
- subject to Youth Rehabilitation Order as a result of a criminal conviction
- remanded or sentenced into a secure establishment or local authority care
- released from custody.

4.5 Assessment

YOS uses the ASSET assessment tool which can be applied pre or post court to assess young people who are in the criminal justice system. The assessment helps YOS workers to predict the risk of re-offending and to decide on the type of intervention required to reduce this risk.

4.6 Appropriate adult service

An Appropriate Adult is a person who under the Police and Criminal Evidence Act 1984 (PACE) attends at the police station with a child or young person whilst they are in custody to protect the child or young person's interests. Ordinarily, an Appropriate Adult would be the child's parent or guardian unless they are disqualified from doing so.

YOS commission a voluntary service for 10 to 16 year olds in need of an Appropriate Adult in Camden Police cells in cases where parents are not present. A YOS worker will act as Appropriate Adult where the young person has been arrested for a serious offence or if YOS feel this is in the young person's best interests. Young people aged 17 who are classed as vulnerable, for example having learning difficulties, can be provided with an Appropriate Adult Service.

However, if the young person is looked after, their social worker or foster carer may be asked to carry out this role. If this is not possible YOS will arrange for this service to be provided.

Out of office hours, the Emergency Duty worker will make arrangements for someone from the Appropriate Adult service to attend at the police station with a young person on request by the police.

5 Role of CSSW

5.1 Service structure

CSSW has a statutory duty under the Children Act 1989 to safeguard and promote the welfare of children in the borough by providing a social care service for any child who has been assessed as being in need.

- The Children and Families Contact team and MASH team deal with all incoming referrals to the division and decide on whether cases have met the eligibility criteria for a social work service. Cases that have not met the criteria will be referred to the Early Help service.

Camden Youth Offending service and CSSW

- The Brief Intervention team carries out short-term (12 week) interventions with children and families to assess and meet needs before cases are stepped down to the Early Help service.
- Long-term work with families, including child protection interventions, is carried out by the Children in Need teams.
- The Looked After Children and Care Leavers Service (LACCLS) provides a specialist service for children who are looked after by Camden and those who are leaving or have recently left care.

5.2 Eligibility and service provision

Eligibility for a social work service is based on the young person's assessed needs under the Children Act 1989. Guidance on levels of need can be found in the eligibility criteria and thresholds at appendix 3.

- Young people who are assessed as being *in need* (level 3) will receive a child in need service in order to help them reach a reasonable standard of health and development and support them to achieve good outcomes.
- Where a young person is assessed as being *at risk of significant harm* due to harm or neglect (level 4), CSSW will follow the *London Safeguarding Children Board child protection procedures*.

[London Safeguarding Children Board: Child Protection Procedures](#)

- Where a young person is assessed as being at risk of child sexual exploitation, CSSW will follow local CSE procedures.

[..\Child sexual exploitation\CSE policy and procedures for social workers.docx](#)

- If a young person needs to be accommodated or is remanded into local authority accommodation, they will become Looked After (please see section 9).
- Young people aged 16 and 17 who are at risk of homelessness, including those young people who are leaving custody, will be assessed by CSSW and where necessary, accommodated under section 20 of the Children Act 1989 within Camden's Young Person's Housing Pathway. If the young person is not accommodated by CSSW, they will be referred to Housing to be accommodated under homelessness legislation. Please refer to the CSF/Housing protocol for further details.

[..\Homeless young people\Homeless young people protocol.doc](#)

- Young people who have been looked after by Camden for 13 weeks since the age of 14 including time after their 16th birthday are entitled to receive a *leaving care service* under the Children (Leaving Care) Act 2000. Please refer to the leaving care policy for further details.

[..\Leaving care](#)

5.3 Assessment, planning and review

Social workers will carry out a child and family assessment for all cases referred into CSSW. All assessments will be completed within 35 days of referral to CSSW and will identify the level of the child's needs and devise a plan that sets out actions to address their needs and ensure good outcomes.

All assessments are updated on a 6 monthly basis prior to formal review of the plan in order to assess its success in improving outcomes for the young person. Where a looked after child reaches 16, they will have a pathway needs assessment to inform their pathway plan that sets out what services and support will be put in place to help them move to independence.

All children's plans are reviewed formally on a 3-6 month basis as follows:

| Type of plan | Review meeting |
|-----------------------|------------------------------|
| Child in need plan | Child in need review meeting |
| Child protection plan | Child protection conference |
| Care plan | Looked after children review |
| Pathway plan | Pathway plan review |

Where a young person is known to both services, there is an expectation that YOS workers will contribute to assessment and planning by providing information and attending reviews.

6 Referral between services

No referral will be made between the services without an assessment being undertaken by the referring service unless there is an emergency situation requiring immediate action to safeguard the young person or others. Where a referral is made in such an emergency, the assessment will be completed within 48 hours.

6.1 Referral from CSSW to YOS

CSSW may only refer young people via one point of access for a preventative service as the Reduction team only take referrals from the courts once the young person has entered the criminal justice system.

CSSW social workers will refer young people to YOS where there are concerns that the young person is at risk of becoming involved in criminal or anti-social behaviour. Referrals should be discussed with YOS in advance of making a referral.

Referral will be by way of e-CAF selecting the Youth and Disorder option from the drop-down list and giving a brief description of why the young person needs a service. The one point of access manager will then request copies of relevant documents such as the child and family assessment in support of the referral.

6.2 Referral from YOS to CSSW

YOS workers will refer young people on to CSSW where;

- the young person may be a child in need;
- there are child protection issues and a risk of significant harm due to the young person's offending behaviour and/or the standard of care provided by parents;
- the young person is thought to be at risk of child sexual exploitation;
- the young person may be at risk of radicalisation and a referral needs to be made to the Channel Panel;
- the child or young person needs to be accommodated or has been remanded into local authority accommodation.

Before making a referral, YOS will carry out a search on Framework i to see if the child is already known to CSSW and contact the relevant social worker to discuss the case.

- If the **case is closed or the young person is not known to CSSW**, referrals will be made via an e-CAF referral to the Children and Families Contact team who will process the referral in line with MASH processes.

[..\Multi-Agency Safeguarding Hub \(MASH\)\MASH operational protocol september 2014.docx](#)

- If the **young person is already known to CSSW** (ie: open case) referrals will be made to the allocated social worker via email and attaching a copy of the YOS assessment.
- All **child protection referrals** must be via an e-CAF referral to the MASH team detailing the concerns. Urgent telephone referrals can be made to the MASH but must be followed up in writing within 48 hours. YOS workers will follow the London Safeguarding Children Board child protection procedures and the YOS child protection procedures.
- All **child sexual exploitation referrals** must include a completed CSE risk assessment.
- All requests for accommodation where a young person has been **remanded into local authority accommodation or needs a bed following refusal of police bail** must be made to the manager of the CSSW Resources team.

YOS will make timely referrals to CSSW and aim to respond according to the level of risk and need.

7 Joint working practice

It is important that YOS and CSSW work together to ensure that the best outcomes are achieved for young people. Parents and young people should be informed at the outset of the joint working arrangement and the need to share information between the services.

7.1 Assessment

- It is recognised that ASSET will focus on the young person's offending behaviour and its associated risk, while the child and family assessment will focus on the young person's wider developmental needs.
- Both services recognise the importance of sharing assessment information and will respect each service's analysis of information and conclusions on their respective assessments.
- Services will share assessment information on a routine basis and carry out a joint risk assessment where decisions are being made regarding;
 - accommodating a young person
 - returning a young person home
 - pre-sentencing reports when a young person will receive a custodial sentence
 - when a young person is being released from custody.
- Where possible, assessments should be planned and co-ordinated to support integrated working and service delivery.

7.2 Information sharing

YOS will provide CSSW with the following information:

- offending history and notifications to the police
- dates and times of court appearances
- attendance to police station and reasons for the arrest if known
- offence details
- one point of access information and reports
- assessment outcomes from ASSET including information on the level of risk posed by the young person
- the young person's bail and remand status.
- where applicable the Risk of Serious Harm (ROSH), Risk Management Plan, (RMP) and Vulnerability Management Plans (VMP) will be shared.

CSSW will provide YOS with the following information:

- young person's assessed status under the Children Act 1989 and any changes to this status, including accommodation
- details of any court orders under the Children Act 1989 that are in place with regard to the young person

Camden Youth Offending service and CSSW

- outcome of all assessments and overall plans for the young person
- dates of reviews and other professional meetings
- details of involvement of any other agency with the family, including parents
- any changes of the young person's placement.

7.3 Case management

- When working jointly with a young person, YOS will maintain case responsibility for offence based issues and CSSW will have case responsibility for safeguarding and welfare issues.
- Where a young person is receiving a service from CSSW, their allocated social worker will be the lead professional, responsible for co-ordinating multi-agency responses and interventions and providing a point of contact for the child, their parents and the professional network.
- A multi-agency planning meeting should be arranged by the CSSW social worker within 10 working days of the case being referred to them to agree roles, responsibilities, joint working and liaison arrangements. The meeting should be chaired by the social worker's supervisor and should be attended by the relevant YOS worker.
- YOS caseworkers and CSSW social workers should ensure that there is a high level of contact between the services and good exchange of case information including the sharing of assessments, records, minutes and reports, and joint attendance at meetings and statutory reviews.
- CSSW and YOS supervisors and managers should liaise closely and consult on jointly-worked cases including care planning, looked after reviews and key management decisions.
- No case will be closed by **either service** without consultation between the relevant team managers. Where there is disagreement concerning case closure or any other key case decisions, the YOS and CSSW service managers will be consulted.

7.4 Recording

Both services have separate recording systems, and there is limited access between these systems in order to ensure compliance with the Data Protection Act 1998. YOS record on YOIS and access to this system is restricted to YOS workers only.

CSSW record on Framework i with access by YOS limited for the purposes of checking the young person's status and some recording.

Camden Youth Offending service and CSSW

- YOS social workers will be able to read limited information on Framework i and carry out a search of young people who are referred to them to see if they are known to CSSW.
- Where a known young person is receiving a service from both CSSW and the YOS, both services will provide relevant information to the other service which will be recorded on the relevant recording system.
- Where a child is remanded into local authority care or local authority secure accommodation, the YOS worker will liaise with the allocated CSSW social worker or the MASH social worker, advising them of the need for a placement. The case will be jointly worked between the services, with CSSW holding LAC responsibilities.
- Where there is a jointly worked case, all minutes of meetings and other documents such as pre-sentence reports and social work assessments that need to be shared between the CSSW social worker and the YOS worker will be uploaded onto the young person's case record on both recording systems.
- Both services should refer to the CSSW divisional recording policy for guidance on standards of recording on case records.

[..\Case management, recording and access\Recording policy.doc](#)

7.5 Joint strategic working groups

CSSW and YOS have representatives on the following boards and groups:

- Camden Safeguarding Board staying safe sub-group
- Looked After Children steering group
- CSSW senior management meetings
- CSSW 3rd and 4th tier management meetings
- CSE MASE group.

7.6 Multi-agency audits

The CSSW Quality Assurance Unit carries out case audits on CSSW cases on behalf of the Safeguarding Children Board on a 6 monthly basis in order to ensure high quality practice. YOS managers will be fully involved in any case audits where a young person is known to both agencies.

7.7 Local management reviews (LMR)

YOS will hold a LMR will be held in the following circumstances:

- a public protection incident involving murder, attempted murder or manslaughter, rape, torture, kidnapping, false imprisonment or firearms offences;

- a safeguarding incident involving:
 - the death of a young person in secure accommodation or under escort;
 - the death or attempted suicide of a young person who is being supervised in the community by YOS or by another YJB supported project or prevention programme;
 - where a young person being supervised by YOS is the victim of one of the offences listed above.

CSSW will form part of the meeting when a young person is known across both services. The YOS will convene an initial meeting to discuss the incident and in particular look at the effectiveness of joint working, information sharing and look for parallel planning.

8 Multi-agency forums

To support multi-agency working and integrated service delivery, Camden has the following multi-agency forums in place.

8.1 Youth Disorder Panel (YDP)

The YDP is a one monthly panel covering all of the 5 district housing areas in Camden. The YDP will discuss referrals that are complex, not engaging with services on offer and/or are resource intensive. The panel is made up of representatives from Housing, Police, Education Welfare, YOS and CSSW.

8.2 High Risk Panel

The aim of the High Risk Panel is to allow agencies to share information on young people whose offending poses a risk to the public in order to devise a multi-agency risk management strategy, including referrals under MAPPA. The panel meets monthly and consists of representatives from YOS, IYSS, CSSW, Education and Police.

Where a young person known to CSSW is referred to the panel, their allocated social worker will be informed by the YOS worker and it is an expectation that the social worker attends the panel in order to provide relevant information.

8.3 Gangs and serious youth violence strategy/Bronze Group

Camden has a 3 tier strategy to effectively manage gang activity and serious youth violence based on the seriousness of incidents and the responses required. The Gold and Silver groups meet to agree actions and strategies in response to serious incidents, for example homicides. These groups may delegate tasks to the Bronze Group.

Camden Youth Offending service and CSSW

The Bronze Group is a multi-agency operational group that meets monthly to focus on the management of individuals involved in or affected by gangs and serious violence.

The group aims to manage, identify and prioritise individuals up to the age of 25 deemed most at risk of gang activity and serious youth violence. Both CSSW and YOS are members of this group. This framework supports the development of the borough strategy which highlights the various approaches across the spectrum from universal to very high risk.

8.4 MASE group

The Multi-agency Sexual Exploitation group (MASE) is a strategic group with representation from a variety of agencies, including CSSW and YOS. The group is responsible for co-ordinating and implementing Camden's child sexual exploitation strategy and both services will provide key intelligence and information with regard to young people they work with for whom there are concerns about child sexual exploitation both as victim and perpetrator.

8.5 Channel Panel

Camden's Channel Panel is a key part of the *Prevent* strategy that places a duty on local authorities to set up at a specialist Channel Panel in order to:

:

- identify individuals at risk of being drawn into terrorism;
- assess the nature and extent of that risk; and
- develop the most appropriate support plan for the individuals concerned.

Referral to the Panel is via the MASH team and all referrals should be sent to the MASH in the first instance.

9 Working with children and young people at risk of harm

9.1 Children and young people affected by gang activity

Young people who are involved in gang activity may be facing real risks of physical injury or death as a result of their involvement. They may also be putting their siblings and families at risk of violence from rival gangs, or younger siblings may be being groomed into the gang culture. Workers should refer to the guidance "Safeguarding children and young people who may be affected by gang activity" (DCSF) for further details.

[Online Publications: Download options](#)

Where YOS is working with a young person affected by gang activity, a referral will be made to CSSW where:

- their gang-related activities present clear safeguarding concerns for the young person;

Camden Youth Offending service and CSSW

- they have younger siblings who are at risk of harm because of their association with the young person or may become involved in gang activity themselves;
- there are concerns about the safety of the family and parent's ability to protect the young person or younger siblings from harm.

Referrals will be made via the Children and Families Contact team; if the family is already known, the YOS worker will contact the allocated social worker. YOS will provide all information and intelligence that is available regarding the young person's involvement in gangs and what risks are posed to them and their family.

CSSW will follow child protection procedures whenever assessment shows the young person or their siblings are at risk of significant harm as a result of gang activity. CSSW will convene a strategy meeting to be attended by the police and the YOS worker and which will look at:

- level of involvement in gangs;
- specific threats or evidence of targeting of the family by rival gangs;
- evidence of gang-related child sexual exploitation;
- parenting capacity and levels of parental control, including ability to protect children from risk;
- evidence of grooming of younger siblings in gang cultures.

If the young person needs to be accommodated, social workers will need to give careful thought to placement choices to ensure the young person is not put at further risk by being placed in a rival gang's area.

YOS will also make a referral to CSSW where a young person who is involved in gangs is being released from custody and there may be a need to safeguard younger siblings in the event that the young person returns to the family home.

CSSW will need to play a part in pre-release planning in order to ensure the family's continued safety and will convene a strategy meeting to look at the risks to the younger siblings.

Where CSSW social workers are concerned that a young person they work with may be involved in gangs or vulnerable as a result of gang activity, the following sources may provide useful information;

- YOS will be able to provide information of the service's involvement with the young person and whether this is gang-related.
- The Serious Youth Violence Co-ordinator based in the YOS can share intelligence from the borough police with regard to the young person's possible gang affiliations; this must be done via a formal request for information.

- District Housing Offices may have information on young people who are thought to be involved in local gangs and whether families are at risk of eviction because of this.
- Schools often have information on pupil's gang involvement.

Where there is evidence that the young person is at risk from gang activity, social workers should discuss the case with the Serious Youth Violence Co-ordinator with a view to making a referral to the Bronze Group under the Camden Gangs Strategy.

9.2 Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited by being forced or persuaded to carry out sexual acts in exchange for money, accommodation, drugs or alcohol or gifts. It occurs in the context of an exploitative relationship due to a power imbalance between the young person and their exploiter.

The model of exploitation that the young person is experiencing may be as follows:

- an inappropriate relationship with an older partner who exerts a great deal of influence and control over them due to an imbalance of power;
- peer on peer exploitation where a young person is sexually exploited by another young person with whom they have a relationship and who subsequently coerces them into sexual activity with their friends (the model that gang related exploitation follows);
- organised exploitation involving networks of perpetrators who groom young people for coercion into sexual activity with different men and may use the victims to recruit others (and which may also involve the trafficking of young people within the UK);
- on-line exploitation where the young person shares sexual images or videos or is coerced into carrying out sexual acts via web-cam.

In the gangs context, sexual violence and exploitation can be a method of exerting power and control and may be used:

- as an initiation rite;
- in an exploitative relationship where the victim seeks protection or status within the gang;
- to “set up” a rival gang member;
- as a form of punishment of gang members;
- as a form of revenge against rival gang members.

Camden Youth Offending service and CSSW

Further information on CSE and guidance on how cases will be dealt with by agencies in Camden can be found at: <..\Child sexual exploitation\CSCB multi-agency guidance on child sexual exploitation - 2015.docx>

YOS workers are most likely to identify CSE in the context of gangs/peer exploitation but other models of exploitation should not be overlooked. YOS workers should be aware that young people they work with may be the victim and/or the perpetrator of CSE.

Where YOS workers have **evidence or a strong suspicion** that a young person they are working with is being sexually exploited, they should carry out a CSE risk assessment (available on the One Point of Access system on Framework i) and make appropriate referrals to CSSW as set out in section 5.3 the CSCB CSE guidance.

YOS workers should also ensure that information and intelligence on perpetrators is passed on to the MASE analyst based in the MASH team.

CSSW is responsible for providing social care services to young people who are vulnerable to or at risk of CSE based on the level of assessed need and risk. CSSW social workers will follow the division's CSE procedures and will hold a CSE child protection strategy meeting following referral in order to decide on the most suitable intervention. It is imperative that the YOS worker attends this meeting in order to share information and contribute to risk assessment.

9.3 Radicalisation and extremism

'Extremism' is where someone holds views that are intolerant of people who are of a different ethnicity, culture, religion, gender or sexual identity. 'Radicalisation' is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Further details on how young people are targeted and groomed by extremists can be found in the CSCB multi-agency guidance on radicalisation and extremism available at: <http://www.cscb-new.co.uk/wp-content/uploads/2016/03/CSCB-guidance-on-radicalisation-and-extremism.pdf>

Under the government's Prevent strategy and Channel duty, local authorities and partner agencies are responsible for protecting vulnerable people from being radicalised and drawn into violence. Camden's Channel Panel is the main mechanism for safeguarding vulnerable young people.

YOS and CSSW has a key role in implementing this duty as workers are well placed to recognise those young people who may be vulnerable to or in the process of being radicalised and providing services and support in order to counter the extremist narrative and divert the young person from terrorist activities.

Where a YOS worker is concerned a young person is at risk of radicalisation they should contact the Prevent co-ordinator to discuss concerns and where appropriate,

Camden Youth Offending service and CSSW

make a referral to the Channel Panel via the MASH (see guidance above for details).

YOS workers should refer where there are concerns that:

- the young person is in contact with extremists or family members are known to hold extremist views
- there is evidence the young person is being radicalised
- the young person is radicalising peers
- the young person is planning to travel to a conflict zone.

9.4 Children who harm other children protocol

Camden has a multi-agency protocol for dealing with children and young people who exhibit harmful behaviour such as sexually abusive behaviour. The purpose of the protocol is to help agencies identify harmful behaviour and make appropriate referrals to CSSW and YOS. The protocol is available at: <..\Child protection\Children who harm other children protocol.doc>

Under the protocol, CSSW and YOS share responsibility for assessment and devising a multi-agency plan to monitor the young person and ensure their welfare and the welfare of other children.

10 Looked after children

Looked after children are disproportionately represented within the criminal justice system, and often the issues that lead to their becoming looked after are similar to those that contribute to their entry into the criminal justice system.

For this reason, YOS and CSSW are committed to providing an enhanced service for this vulnerable group and will follow the CSSW divisional policy “Looked After Children in the Criminal Justice System” available at: <..\Looked after children\Promoting the welfare of LAC\LAC in the criminal justice system.doc>

10.1 Legal framework

CSSW will accommodate young people under the Children Act 1989 if they:

- have no-one to care for them
- are at risk of serious significant harm if they remain at home due to the care they receive
- cannot be cared for at home due to parental incapacity
- cannot remain at home because of family difficulties or because they are beyond parental control or their behaviour poses a serious risk to themselves or other children in the household.

Young people who are remanded into local authority accommodation or secure accommodation by the criminal courts will be considered Looked After and will be subject to all LAC statutory processes up until the point they are sentenced. These

Camden Youth Offending service and CSSW

cases will be dealt with under the division's "Young people remanded into the care system" policy; <..\Looked after children\Placement options policies\Young people remanded into the care system.doc>

Where a child or young person aged between 10 and 17 years old has been declined bail and needs to be accommodated by Camden overnight under section 38 (6) of the Police and Criminal Evidence Act 1984 prior to a court appearance (known as a PACE bed), YOS and CSSW should work to the CSCB multi-agency protocol "Children and young people held in police stations". [Children and young people held in police stations protocol November 2014.pdf](#)

10.2 Role of CSSW

Statutory services for looked after children and care leavers are delivered by the LACCLS. Each Looked After Child will have:

- a foster/residential/secure placement that meets their assessed needs;
- an allocated social worker;
- a care plan/detention plan detailing services and support to meet their needs and that sets out their pathway to rehabilitation home, permanence or independence or safeguards them during their time on remand;
- regular statutory reviews to ensure their care plan/detention plan is being implemented and remains relevant to their needs and situation;
- regular statutory visits from their allocated social worker to ensure the placement is safeguarding and promoting their welfare;
- an allocated Independent Reviewing Officer who ensures the young person is receiving a high standard of care and that Camden is fulfilling the corporate parenting role.

To support joint working, CSSW will:

- liaise with the allocated YOS worker to share information, assessments and care and/or detention plans for the child and to discuss progress and any further work that needs to be undertaken;
- make appropriate referrals to YOS for an early intervention service on behalf of LAC who are assessed as being at risk of offending;
- participate in YOS reviews of voluntary and statutory work and interventions;
- ensure that the YOS worker is invited to and can participate in LAC reviews in relevant cases;
- ensure that the care plan includes information on strategies to prevent or reduce offending by looked after children and young people;
- ensure the allocated social worker or foster carer attend police stations or court hearings with the young person in order to support them;

Camden Youth Offending service and CSSW

- attend planning meetings and statutory reviews at secure establishments and youth offending institutes to ensure that effective through-care is provided.

10.3 Role of YOS

Where a young person is looked after, YOS will continue to work to reduce their offending behaviour through intervention packages within the framework of care planning.

To achieve this, the YOS has a senior practitioner responsible for the co-ordination of services for LAC. The post-holder will work directly with LAC at high risk of offending and will ensure LAC placed out of borough receive a high quality service by liaising with the YOS in the home authority.

To support joint working, YOS will:

- on receiving a referral, check on Framework i to ascertain whether the young person is looked after by Camden;
- where a child is being remanded into local authority accommodation or secure accommodation, make appropriate referrals to CSSW in line with the remands policy;
- liaise with the allocated LAC social worker to discuss the case and obtain a copy of the care plan and share all assessment information;
- attend and contribute to LAC reviews to report on YOS interventions and what progress has been made on addressing offending issues;
- arrange secure placements where appropriate.

10.4 Providing accommodation

Where it is likely that a young person may be remanded into local authority accommodation or an emergency placement is needed for a young person detained in police custody, YOS workers should contact the manager of the Resource team or the EDT manager out of hours. Decisions on provision of accommodation will be based on placement availability and subject to rigorous risk assessment.

11 Care leavers

YOS will work with relevant children (care leavers aged 16 and 17 who have since left care) and will liaise with leaving care social workers and personal advisors to ensure that care leavers receive the same service as Looked After Children. In order to achieve this, YOS will be fully involved in the pathway needs assessment and planning and review mechanisms so that the process takes account of the young person's offending behaviour and any issues arising from this.

Camden Youth Offending service and CSSW

YOS will continue to work with care leavers aged 18 and 19 (former relevant children) if the young person is still subject to a youth Rehabilitation order or is released from custody on a DTO licence and will be responsible for any transition to adult probation services. Additionally YOS will offer Integrated Resettlement Support (IRS) to young peoples whose statutory license has expired but who still need support following the end of the YOS statutory involvement.

Service delivery will reflect the young person's increasing independence and details of interventions will be written into the young person's pathway plan. Pathway planning and support from the LACCLS will continue whilst the young person is in custody.

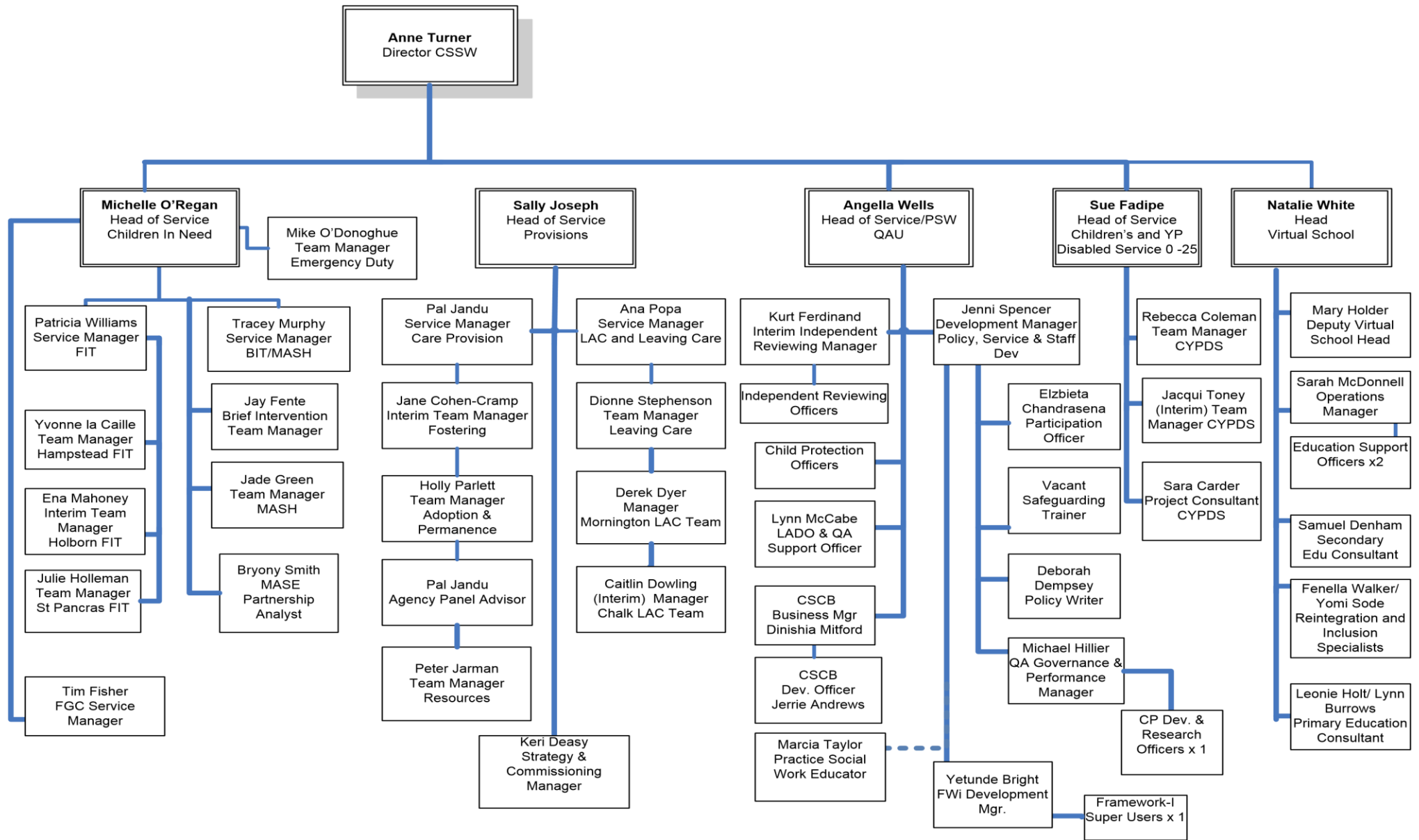
Specific consideration will be given to whether the young person's supported housing provision is adequate to their needs, particularly in terms of complying with any bail conditions or supervision following release from custody. CSSW and YOS will work with Housing Pathway providers to ensure the young person is offered suitable supported accommodation, particularly on release from custody.

12 Other Information

- Responsibility for looked after children in the cells at court remains with the CSSW social worker. The YOS worker cannot fulfil this role as they have a responsibility to provide services as officers of the court and will be engaged in a court duty role and provision of supported bail services.
- Where a child or young person is looked after, the CSSW social worker will need to liaise with the young person's foster carer or residential key worker to arrange an escort to court.
- As corporate parents, CSSW will be responsible for addressing any accommodation and welfare issues that arise as a result of court decisions and must be able to ensure continued services for the young person.
- YOS does not provide a service out of normal office hours. The Emergency Duty Team should be consulted in line with their agreed protocols. Home visits and evening reporting can however be arranged as part of the statutory assessments and sentences carried out by YOS.

Camden Youth Offending service and CSSW

Appendix 1: CSSW structure chart Appendix 1; Children's Safeguarding & Social Work structure 2016



Appendix 2:
YOUTH OFFENDING SERVICE



Appendix 3 **Thresholds and eligibility for children’s services**

| | Level of need | Indicators | Responses |
|------------------|--|--|---|
| Universal | <p>Level 1: Universal: children whose needs are being met through universal services. This includes children with additional needs which can be met through a single universal service.</p> | <ul style="list-style-type: none"> • Children in good physical health whose general development is age appropriate and who are making good progress academically. • Children living in stable families where parents are able to meet all the child’s needs. • Children who need some support and who would benefit from additional universal services to improve outcomes. | <p>All children should receive universal services such as health care and education, as well as early years and Integrated Youth Support Services.</p> <p>Professionals working with families should check if children are in receipt of universal services and take appropriate action where this is not the case or consider whether to step up to early help intervention.</p> |

| | | | |
|--|---|--|--|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Early help</p> | <p>Level 2: Low level needs or vulnerable to poor outcomes: Children whose needs cannot be met from one service and where there are a number of factors preventing the child from achieving their potential. Two or more of the indicators listed here need to be present.</p> | <ul style="list-style-type: none"> • Children with mild disabilities or health issues. • Children with special educational needs. • Children who are out of school or have regular unauthorised absences. • Young carers. • Children showing signs of engaging in anti-social or criminal behaviour. • Children growing up in difficult family circumstances where there are low levels of substance misuse, adult mental health difficulties or domestic violence. • Families affected by parental ill health, custody, homelessness, poverty, immigration or other problems. • Children showing early signs of developmental delay. • Families affected by social isolation, discrimination or harassment. • Children who show early signs of being radicalised by people outside of their immediate family. | <p>Professionals should talk to the family about carrying out a CAF assessment in order to identify appropriate services that could improve outcomes for the child. Where more than one agency is involved, a lead professional should be identified and the Team Around the Child should meet to devise an action plan that meets the child’s additional needs. Where the CAF indicates that thresholds have been met for a child in need service, a step up referral should be made to CSSW.</p> <p>Where there are concerns that a child may be being radicalised, professionals should discuss the matter with Camden’s Prevent Co-ordinator or the Police Prevent</p> |
|--|---|--|--|

| | | | |
|----------------------|--|---|--|
| | | | Engagement Officer for advice on a possible referral to the Channel Panel. |
| Child in need | <p>Level 3: <i>Complex needs</i>: Children who have more complex and enduring needs requiring a statutory social work service.</p> <p>Parents may lack insight and may not engage with services to address problems.</p> <p>For youth offending cases, children who are involved in low level criminal activity and who have entered the criminal justice system.</p> | <ul style="list-style-type: none"> • Children with lifelong disabilities. • Children whose growth and development is being impaired by the quality of care received. • Children exhibiting high levels of behavioural difficulties and risk-taking behaviour or who are out of parental control. • Pregnant women whose lifestyle may be affecting the development of the unborn child. • Parents experiencing difficulties in parenting capacity due to substance misuse, physical disability, learning difficulties, domestic or family violence or mental health problems. • Children with high levels of emotional difficulties who may need a service from CAMHS. • Children who show more advanced signs of being radicalised and where parents or siblings may be involved in radicalisation. | <p>Professionals should talk to the family about making a CAF referral to CSSW for a child in need service. CSSW will carry out a child and family assessment and convene a child in need meeting to devise the child's CIN plan. The allocated social worker will be the child's lead professional.</p> <p>Where there are concerns that a child may be being radicalised, professionals should discuss the matter with Camden's Prevent Coordinator or the Police Prevent Engagement Officer for advice on a possible referral to the Channel Panel.</p> |

| | | | |
|--|---|--|--|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Child protection</p> | <p>Level 4: Acute needs; Children may be suffering significant harm, in need of a safe home and/or a legal order to safeguard and promote their welfare. Parents face difficulties that affect parenting capacity and may not engage with services.</p> <p>For youth offending cases, children who are involved in serious criminal activity, eg gangs, and who may be remanded into care or receive a custodial sentence.</p> | <ul style="list-style-type: none"> • Children requiring accommodation because there is no-one who is able to care for them. • Children whom it is suspected are being physically, emotionally or sexually abused or neglected or living with high levels of domestic violence. • Children who may be at risk due to trafficking, sexual exploitation, forced marriage or FGM. • Unborn babies where a pre-birth assessment has shown them to be at serious risk of significant harm. • Children who are deeply enmeshed in the extremist narrative and/or at imminent risk of carrying out violent acts or leaving the UK following radicalisation. | <p>Professionals must make a referral to CSSW. If the matter is urgent, professionals can make a child protection referral to the MASH by telephone and follow up with a written referral within 48 hours. CSSW will carry out a child and family assessment and take appropriate action needed to safeguard the child under statutory child protection procedures. The allocated social worker will be the lead professional for the child.</p> <p>Where there are high levels of concern around radicalisation, the Police must be informed.</p> |
|--|---|--|--|

Contacts

CSSW

MASH team: 5 Pancras Square
London N1C 4AG
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Care leavers service Vadnie Bish House
33 Caversham Road
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YOS

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Duty worker: 020 7974 1261

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Camden Youth Offending service and CSSW

Prevent Co-ordinator: 5 Pancras Square
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LAC team: Crowndale Centre
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Managers Tel: 020 7974 6586/16

Appendix 6: CSSW placement search and planning process and procedures

Appendix 7: Transitions to probation protocol

Local Working Protocol in Managing Transitions - Camden YOS, Camden and Islington CRC and NPS.

The National Protocol has been agreed, within clause 11 - *need to determine local arrangements*. This will set out these as below:

1.0. Context, Evidence Base and Key Considerations:

Transition is defined as a 'purposeful and planned process of supporting young people to move from children's to adults' services'. The preparation and planning around moving on into adult services can be an uncertain time for all YP particularly those with health or social care needs. There is evidence of service gaps where there is a lack of appropriate services for young people to transition into and evidence that young people may fail to engage with services without proper support (Watson 2005, Singh 2009).

Poorly managed transitions can result in disengagement with services and deteriorating health, which is likely to result in more intensive and expensive support being required at a later stage

Below the local working practices are set out between Camden YOS and Camden and Islington CRC and NPS.

2.0. YOS responsibilities:

All of those YP who are likely to turn 18 during sentence will be identified at the Allocations Meeting at the start of interventions. The YOS Team Manager's will determine allocation suitability on a case by case basis and consider whether a YP should be allocated to the YOS Seconded Probation Officer.

Post allocation, all of those YP who will turn 18 during sentence will be identified at the YOS Transitions Meeting which takes place on a monthly basis. The meeting will be attended by the YOS Team Manager, Seconded Probation Officer and Information Officer. The Information Officer will take responsibility for managing a transitions spreadsheet (running a monthly wizard from the YOS data system) of YP that are to turn 18 during their sentence and will record decisions and actions regarding each case.

There will be a presumption that all young people who turn 18 within their Order (Except for Referral Orders as a locally defined decision) will be transferred to adult services. Caveat to this presumption will be determined on a case by cases basis but it is foreseen that these would include:

- Cases where the YP turns 18 within the last 2 months of their Order
- Cases where the YP has considerable learning support needs/disability or they have established a positive and consistent relationship with a YOS Case Manager and it may be more stabilising to retain the case

- Cases where there is an agreed plan for the YP to move to another borough on turning 18 within 3 months of the Order ending.

Following the monthly Transitions Meeting the Seconded Probation Officer will complete a set of tasks within the agreed timeframes which may include face to face discussion with YOS Case Manager's and/or Probation colleagues and recording these discussions on Child View. Where the YP is managed by another YOS Case Manager, the Seconded Probation Officer will support (and in some cases lead) in the transition element of the case.

A copy of the transitions spreadsheet with decisions on transitions and dates will be sent by the Seconded Probation Officer to the CRC and NPS Transition Leads for their information.

Each YP transitioning to adult services and supervision will have a transitions plan that will be aligned with other plans in place i.e. Pathway Plan, CP Plan, EHC Plan etc. The transition planning process should consider the following factors:

- Taking a young person centred approach
- Listening to the YP in transition planning
- Starting planning at 17 years 6 months (Transitions Meeting to take place at 17 years 9 months)
- Taking a supportive approach
- Providing consistent information to the YP and parents/carers and using clear language
- Having clear processes and policies in place
- Effective co-ordination across services

In addition, the transition process should not simply consider the transfer from YOS to adult services and should consider the need to involve other services based upon assessed needs. For example, if a YP has identified mental health concerns, then there should be consideration of a referral and involvement with Minding the Gap, the adult mental health service. Other key considerations may be linked to LAC status, substance misuse issues, speech, language and communication difficulties and specific concerns relating to safety and wellbeing.

In Camden, the YOT to Adult Services module of AssetPlus will be completed to ensure all identified needs are picked up. The module is sent to Probation with other relevant assessments and transfer documentation.

Prior to the multi-agency meeting at the 17 years and 9 months stage (involving the YP, parent/carer where applicable, YOS Seconded Probation Officer, prospective Probation Officer/Offender Manager and any other professionals i.e. Social Worker/Mentor) the allocated Case Manager will request an updated police intelligence check to review the current circumstances and review the suitability of the transition to CRC/NPS.

For all cases where sentenced to custody the transition discussions and planning will commence at the initial planning stages to help shape the sentence plan. This will be particularly important with the introduction of the temporary release scheme.

In addition Camden YOS run a 4 session Transitions to Adulthood Programme, when young people turn 17 years and 6 months, to support this time.

Both Project 10/10 and New Horizons Youth Centre have the capacity and resources to work with young adults and the enhanced resettlement offer will ensure that children transitioning to adulthood will continue to access constructive resettlement interventions that maintain consistent attachments, which is fundamental to supporting a shift from a pro-criminal to pro-social identity before the age of 25.

3.0. NPS/CRC responsibilities

The National Probation Service is responsible for the allocation of cases from the Courts and for young people at the point of transition to adult services and the supervision of high risk of serious harm offenders aged 18 or over who are sentenced by a Court.

The National Probation Service will:

Have a qualified lead Probation Officer responsible for reviewing and allocating transitions cases.

Meet with YOS and CRCs as agreed locally (every 12 weeks), to review young people who are approaching 18 and eligible to transfer to adult services, monitor case transfer preparation and identify and manage any issues within the transition process.

Review recommendations from the YOS on whether the YP's case should be transferred to probation services and note cases that the YOS has decided to retain and the reasons for this decision given by the YOS. The NPS Probation Officer who reviews the recommendation should have an understanding of the needs of children and YP, particularly care leavers; and those who are regarded or identified as vulnerable adults.

Work with the YOS to complete the Risk of Serious Recidivism (RSR) tool and the Case Allocation System (CAS), together with reports/reviews for the young person to inform the recommendation for transfer to NPS or CRC. This should take place when the YP reaches 17 years 6 months (or 6 months prior to the agreed transfer date).

Review recommendations from the YOT about whether to allocate to NPS and CRC and inform YOT of decision.

If YP is over 18 at time of conviction (i.e. plea of guilt or finding of guilt after trial) and the court acknowledge adult sentences will apply, then CRC/NPS will be expected to write the report.

If case is transferred to a CRC:

The decision to transfer to the CRC and transfer responsibility of case management is recorded on Camden's Probation tracker.

Allocate the case to the CRC and if the YP is in custody, inform the custodial establishment.

Provide YOS contact details to the CRC and transfer relevant information for the YP.

The CRC will:

Provisionally allocate to an Offender Manager as soon as enough information has been received from the YOS Seconded Officer/NPS or is uploaded onto N Delius.

Attend the multi-agency meeting held at 17 years 9 months (or 3 months prior to transfer) and work with the YOS to confirm a date for the case transfer.

Co-ordinate and hold the final pre-transfer meeting where the case is formally transferred to CRC.

If case is to be transferred to NPS:

Identify a named Offender Manager and inform the YOS before the young person reaches 17 years 9 months (or 3 months prior to transfer).

Documentation is sent using the YOT to Adult Services module of AssetPlus to receive formal from the YOS and record details of the young person's transition and is also recorded on Camden's Probation tracker.

Ensure that all information and documents are transferred to the N Delius case management system.

Attend the multi-agency meeting held at 17 years 9 months (or 3 months prior to transfer) and work with the YOS to confirm a date for the case transfer.

Co-ordinate and hold the final pre-transfer meeting where the case is formally transferred to NPS.

Co-ordinate and attend a transition review meeting to be arranged usually for 4 to 6 weeks after formal transfer.

4.0. Guidance on specific case transfers from YOS to CRC/NPS

All transfers to both organisations have to go via the National Probation Service (NPS) as the NPS have to commence all new Orders, Licences etc. on the data base used by both organisations.

Below is the information that should be shared from YOS to NPS Admin to initial transfers:

- YOT to Adult Services, AssetPlus module (dated within 3 months)
- Pre-Sentence-Report
- Court Order
- Notice of Supervision/Licence
- CPS paperwork
- MG16
- Sentencing history
- Transition Plan (devised jointly between Camden YOS and NPS/CRC)
- Other assessments i.e. Social Care, Mental Health assessments
- Other plans in place i.e. EHC Plan, Pathway Plan, CP Plan etc.
- Other key risk/safety information i.e. High Risk Panel minutes
- List of key professionals and contact details

Transfer of 'new' cases who are aged under 18 but older than 17 years 9 months on date of sentence

- YOS Seconded Probation Officer to give details to NPS Admin as soon as a report request has been received. NPS Admin to start record on N Delius prior to sentencing.
- YOS Seconded Probation Officer to complete RSR & CAS and decide whether the transfer is targeted at NPS or CRC.
- Where the YP is likely to go to the CRC, YOS Seconded Probation Officer to inform NPS Admin to commence transfer to CRC.
- Where there are documents held by the YOS (see list of documents to transfer above) that would be useful in managing the case these should be placed on the Portal. NPS Admin to allow CRC access to this information with individuals who are most likely to go to the CRC.
- YOS Seconded Probation Officer to discuss with relevant SPO/PO in CRC/NPS prior to sentencing to determine reporting instructions/allocation.
- Where the report is written by the YOS Seconded Probation Officer, the initial appointment should involve the YOS Seconded Probation Officer & the allocated PO/PSO and occur at the Probation Office.
- Where the report is written by a YOS Case Manager consideration should be given to having a transition meeting at the YOS Office.
- This group of YP should never be asked to attend induction groups at the Probation Office.
- Where the individual is not residing in Camden & Islington at the time of sentencing then our LDU will deal with the issue up until the point where a decision has been made to allocate either to CRC or NPS, then transfer will be via the normal probation route.
- Case responsibility will remain with the YOS until the YP is 18.

Transfer of 'new' cases who are aged over 18

- YOS Seconded Probation Officer to give details to NPS Admin as soon as a report request has been received. NPS Admin to start record on N Delius prior to sentencing.
- If the report is written by the YOS Seconded Probation Officer then when possible this will be completed on the probation system (if 18 at time of sentencing). If written by the YOS Seconded Probation Officer they are responsible for completing the CAS and RSR. If completed by the YOS Case Manager the CAS and RSR is to be completed by Court.
- YOS Seconded Probation Officer to indicate view of whether CRC or NPS at the earliest opportunity and obtain a first appointment from the relevant SPO/PO.
- YOS to send relevant information on portal (as above), if relevant NPS to give CRC access to this information.
- Where report written by PO, a transition meeting to be arranged at the Probation Office.
- Where report written by YOS worker a transition meeting at YOS will be offered at the Probation Officer.

Transfer of existing cases (community)

- It is for the YOS to make the decision whether or not to transfer YP to adult service as set out in section 2.
- If the transfer is to occur the planning process should begin when the young person is 17 and at 17 years 6 months the transition process should begin. At 17 years 9 months there should be a multi-agency meeting and the transfer should be completed by the YP's 18th birthday.
- YOS Seconded Probation Officer to complete RSR and CAS and follow process as above.
- Transitions meetings to occur at both the YOS and probation offices prior to the transfer occurring.

Transfer of existing cases (custody)

- This should commence at the 17 years 6 months stage and should be completed by their 18th birthday.
- The YOS will case manage the YP whilst in Custody, the case will formally transfer to Probation once the YP is released on licence.
- Allocated worker from Camden YOS to attend the Camden YOS Resettlement Panel to incorporate transition to adult services discussions into resettlement plan.
- YOS Seconded Probation Officer to complete RSR and CAS and follow the process as above.
- Transitions meeting to be arranged at Secure Estate between the allocated worker at Camden YOS, the allocated Probation Officer and YP prior to their 18th birthday.
- Full responsibility to be passed to probation on 18th birthday.

5.0. Signatories

Signed..... Date.....
(YOS)

Name (capitals).....

Signed..... Date.....
(NPS)

Name (capitals).....

Signed..... Date.....
(CRC)

Name (capitals).....

Appendix 8: Joint working protocol with SEND for children with EHCPs and SEN